(E) 3/5

PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	3/5/21	Prepared by:	HEMENDRA
PO/WO no.	76344	PO / WO Date.	1/4/21
Supplier Name	Venkatraman Stating & B'work	PO/WO amount	12,940/-
Firm/Company	SSLLP	Project	SSLLP
Sl. No.	Bill No.	Bill Date	Bill amount
1	70	14/4/21	12,940/-
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			12,940/-

Sl. No.	DC .No	DC. Date	MRN No.	DC matches MRN
1.	70	14/4/21	91269	☑ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No

Amount B –Other Credits :_Transportation charges	—
Amount C –Other Debits :	—
Amount D (D=A+B-C) – Amount to be credited to the supplier:	12,940/-
Amount E – PO / WO value:	12,940/-
Amount F – Difference (A – E): GST-18%	—

Quantity received as per PO /WO	☑ Yes ☐ Excess received ☐ Short received ☐ Other (explained below)
Is difference between PO / Bill acceptable?	~~☐ Yes ☐ No (explained below)~~
Excess / short material received	☐ ~~Approved – within acceptable limits~~ ☐ No (explained below)
Close PO / W?O	☑ Yes ☐ No – wait for balance material ☐ No (explained below)
Advance paid / PDC given (deduct when paying)	☐ Yes – Rs.____/- ☑ No
Payment – due date	9/5/21
Remarks:	Marble Rs 20/-

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	[signature]		APPROVED 04 MAY 2021 MINISH PAREKH				
Date							

Notes: 1. In case amount to be credited to supplier and the bills total does not match prepare JV for debit or credit. 2. Attach additional sheets if quantity of bills or DCs is more than the space provided. Clearly mark the space provided with 'see attachment'. 3. Purchase Officer can approve Pos/Wos upto Rs. 10,000/-, Purchase Manager or Procurement Manager to approve all bills from 10,000/- to 1,00,000/- . 4. Attach JV, Office copy of PO/WO, DCs and bills to this advice. 5. In Amount A, exclude transport, Hamali charges, etc and instead include in Amount B. 6. To be approved by accounts manager if bill value exceeds Rs. 10,000/- 7. MD to approve all bills above 1,00,000/-

TAX INVOICE

Ph: 040 - 27842572
Cell: 9849360076

VENKATARAMANA STATIONERY AND BINDING WORKS

Note Books, Registers, Account Books, Stationery & Xerox Paper Etc. Available

#1-5-85, General Bazar, Secunderabad - 500 003. Email: venkatramana.bindingworks@gmail.com

To M/S. Summit Sales LLP

GSTIN 36ACQFS2044C1Z7

Order No 76344/168579 Date 10/4/2021

Delivery Challan No Date

Bill No. 2021-22 070 Date 14/4/2021

Sl No	PARTICULARS	HSN Code	Qty	Rate	12% GST	18% GST	0% -5% GST	Amount Rs.	Ps.
1	Black & Blue Pen	9609	300	3	900				
2	Highlighter	9609	30 no	15	450				
3	Stapler Pin	7319	5 pkt	15		75			
4	Pencil	7608	5 pkt	40	200				
5	Scribbling Pad	4820	60 no	12		720			
6	Ring Binder A4	4819	10 no	90		900			
7	Boxfile	"	100 no	40		4000			
8	Box file Small	"	100 no	38		3800			
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									
19									
20									
				Total					
				SUB Total	1550	9495			
				CGST	93	854.55			
				SGST	93	854.55			
				Grand Total	1736	11204.1		12940	10

Certified by:
Stores Manager

MODI PROPERTIES PVT. LTD. SEC'BAD INWARD No. 79862 Date 23/4

MODI PROPERTIES PVT. LTD. SEC'BAD INWARD No. 76722 Date 20/4

INWARD
Inward No: 16216 Dt: 15/4/21
MRN No: 91269 Dt: 19/4/21
Received By: Sign:
SUMMIT SALES LLP

Rupees.........

Receiver's Signature & Seal

GSTIN: 36AEJPP5811M1Z2

Terms & Conditions
Goods once sold will not be taken back
Interest @2%p.m. if not paid within 30 days time
Subject to Secunderabad Jurisdiction.
THE COSMOS CO-OP BANK LTD. M.G. Road, Secunderabad.
RTGS / NEFT CODE COSB0000069 A/C No. 069100102707

For: VENKATARAMANA STATIONERY AND BINDING WORKS

Signature

Purchase Order

 28-04-2021 14:18:52

Copy

76344
30.03.21 5:01:54

From Company :	**Summit Sales LLP** 5-4-187/3&4,II nd floor,MG Road, Secunderabad-500003. G S T No. : 36ACQFS2044C1Z7

Supplier Details			
Venkatramana Stationery & Binding works	**Doc No**	76344	168579
1-5-85, General Bazar, Sec-Bad -500 003.	**Doc Date**	10-04-2021	
	Quote No	Nil	
GSTIN 36AEJPP5811M1Z2	**Quote Date**	10-04-2021	
27842572 9849360076	**SupplyType**	Supply	

Kind Attn : Mr. Prathap

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	7560 - Stationery - other - Pen - NA - nos *Blue*	200.00	3.00	0.00	12.00	672.00
2	7560 - Stationery - other - Pen - NA - nos *Black*	100.00	3.00	0.00	12.00	336.00
3	7533 - Stationery - other - Highlighter - NA - nos *All colours*	30.00	15.00	0.00	12.00	504.00
4	7594 - Stationery - other - Stapler pin - other - boxes *Small*	5.00	15.00	0.00	18.00	88.50
5	7563 - Stationery - other - Pencil - NA - boxes	5.00	40.00	0.00	12.00	224.00
6	7584 - Stationery - other - Scribbling Pads - other - nos	60.00	12.00	0.00	18.00	849.60
7	7578 - Stationery - other - Ring Binder - other - nos *A4*	10.00	90.00	0.00	18.00	1,062.00
8	7507 - Stationery - other - Box file - Big - nos *A4*	100.00	40.00	0.00	18.00	4,720.00
9	7508 - Stationery - other - Box file - small - nos	100.00	38.00	0.00	18.00	4,484.00
					Total Order Value . . .	**12,940.10**

Rupees : Twelve Thousand Nine Hundred Fourty and Paise Ten Only.

Terms and Conditions :-

Specification / Brand	As per details given in the quotation.
Payment Terms	After Delivery & Production of bill
Tax	Inclusive of all taxes
Delivery Date	Next Day.
Delivery Location	Summit Housing LLP Cherlapally,Behind Kingston PG college, Hyderabad Phone. 9618244433, Hamendra
Penality For Delay	Nil
Transportation Cost	Transport cost shall be borne by us
Warranty	Nil
Advance Paid	Nil
Other Terms	We reserve the right to reject items not conforming to quality and specifications. Above order for Stock maintanance purpose.

Accepted the above Terms And Conditions

For ***Summit Sales LLP***

Authorised Signatory

For ***Venkatramana Stationery & Binding works***

Name : ______________

Name : ______________

Date : __/__/____

Requisition Form

Company Name:	Summit sales llp	Date:	08.4.2021
Site & Phase :	Summit housing llp	Time:	16.00
Supplier		Req. No.	168579
Material required before date:		ID No.	65338

No	Description	Size	Quantity	Units	Inward No	Date
1	Ordinary blue pen		200	nos		
2	Ordinary black pen		100	nos		
3	Highlighters - all colors		30	nos		
4	Stapler pins - small		5	boxes		
5	Pencil		5	boxes		
6	Scribling pads		60	nos		
7	A4 ring binders		10	nos		
8	Box file - big		100	nos		
9	Box file - small		100	nos		
	76344					

Remarks: for stock maintenance purpose

Prepared By	NEHA		
Sign.& Date	08.4.2021	Sign. & Date	9/4

Note: On receipt of material at site write inward number and date in last 2 columns.